

**Harper College
Finance Committee
Meeting Minutes**

Meeting Name	Finance Committee
Meeting Date	May 12, 2014
Meeting Time	2:30 pm
Meeting Location	A-243
Voting Members Present	Gary Anderson, Dave Braunschweig, Laurie Dietz, Lisa Helwink, Mary Knight, Dawn McKinley, Sheryl Otto, Bob Parzy, Bobby Summers, and Diane Talsma
Voting Members Absent	Saleha Jawaid and Chuck Patel
Non-Voting Members Present	Bret Bonnstetter and Julie Riley
Guests	Tammy Reichelt

Meeting Minutes

Bobby Summers was introduced to the group. He will be taking Sean Noonan's place on the committee.

1.0 Approval of Minutes

- The minutes from the April 28, 2014 meeting were reviewed and approved.

2.0 Old Business

- Charter Review – The revised charter was reviewed. A motion was made and seconded to approve the charter as revised. Julie will forward the recommended revisions to Mary Budyak.
- Annual Report – The annual report was reviewed. Dave Braunschweig will remain as Chair of the committee and Dawn McKinley will become Vice-Chair for the next year. Meetings will remain on the 2nd and 4th Mondays of the month beginning September 8.
- Budget Exceptions Non-Policy Proposal – Bret forwarded the Budget Exception Process and Approval Criteria document to Ron for his review. It was recommended an opening paragraph be added that the exception request should be reviewed with the supervisor at the beginning of the process. Dawn and Laurie will review the document and bring any revisions to the 9/8/14 meeting. This document will be placed on the budget portal after all revisions have been made and approved. A summary will be placed on the shared governance portal.
- Annual Budget Process Document – Sheryl will draft language regarding adding an expenditure line to the Course Fees Rationale and Guidelines section of this document. Mary Knight distributed information regarding Foundation funding that will be included in the document. Laurie has not received information regarding the Perkins grant yet. The grant section will be revised after the Perkins information is made available.

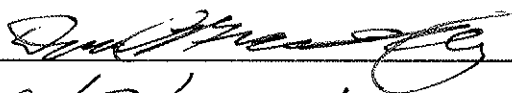
3.0 New Business

- Future Meeting Dates – Meetings will be held on the 2nd and 4th Mondays from 2:30 – 4:00, beginning September 8.

4.0 Non-Member Comment Period
None

5.0 Future Meeting Dates, Times and Locations

A motion was made and seconded to adjourn the meeting at 3:15

Approved: 

Date: 9/8/2014